

EYES ONLY

7 Aug 74

MEMORANDUM FOR

: All Deputy Directors and Staff Chiefs

SUBJECT

: Internal Management Review of the
Office of Security

PURPOSE

: Review and designate by order of
priority OS activities in consonance
with approved OS organization,
mission and functions as prescribed
in [redacted]

STATINTL

OBJECTIVE

: To meet potential personnel and
budgetary limitations by end of
FY 1974 and subsequent fiscal
year operations.

SCOPE OF REVIEW

: Study the overall organization and
the need for current manning re-
quirements, i.e., determine
balance between professional vs.
clerical positions; necessity for
deputies; contract vs. staff
positions; consolidation of
secretarial requirements to
include, if required, reserve
secretarial backup; consolidation
of related organizational components;
SOP's; documentation processing
and handling; and, other related
items. (Suggest additional matters
be included as result of initial
discussion.)

STATINTL

EYES ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

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FREQUENCY OF REVIEW: Initial meeting scheduled for 1000 hours, 8 August 1972, followed by additional meetings to complete initial review. Subsequent meetings will be held semi-annually during each fiscal year to determine if shift in OS priorities should be made to meet current or future personnel ceiling or budgetary limitations.

APPROVING OFFICER

: Director and Deputy Director, Office of Security will be briefed upon completion of each review and final approval of overall priorities will be granted by the Director of Security.

LOCATION

: The initial review will be held in the Office of Security conference room. Subsequent meetings, including semi-annual reviews for purposes of analyzing OS overall activities, will be held at [redacted] for approximately two (2) days and will include presentation and review of OS priority objectives to the Director and Deputy Director of Security and final approval by the Director of Security.

STATINTL

EYES ONLY

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ORGANIZATION

- (s) develop and publish uniform security policy and standards for the establishment and maintenance of security of Agency industrial contractual arrangements;
 - (t) as executive agent for the intelligence community, provide training in audio countermeasures for technical personnel of USIB member departments and agencies;
 - Gamma (u) develop a coordinated Agency program to ensure the security of official data in Agency computer and related information processing operations and recommend procedures for its implementation by Operating Officials;
 - L (v) monitor the operation of Agency compartmented computer systems to ensure that they meet the security requirements set forth in DCID No. 1/16;
 - (w) establish and maintain a centralized data base covering unauthorized disclosures of intelligence to the public information media.
- (3) ORGANIZATION. See organization chart, figure 22.

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SECRET

→Revised: 19 May 1972 (678)

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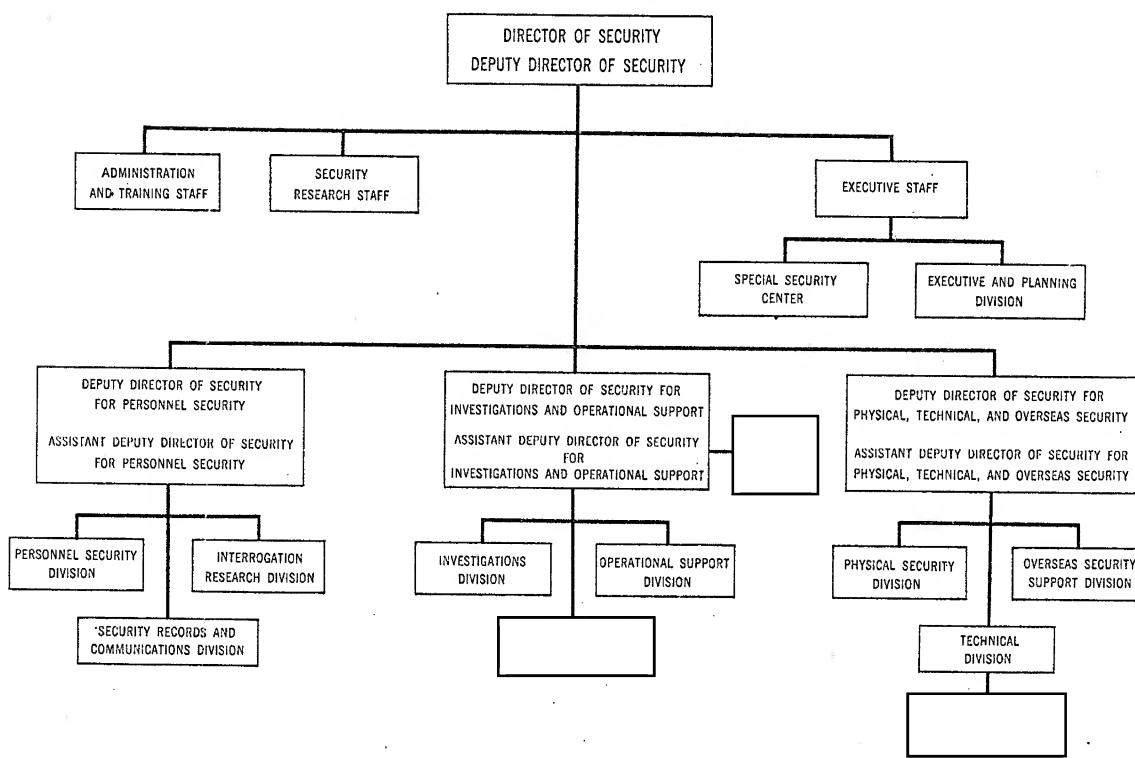
ORGANIZATION

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OFFICE OF SECURITY



Revised: 27 March 1970 (531)